

2/1

2/1



Adopted: 09/20/2011

The purpose of facility maintenance is to keep the facility in peak operating condition so that there are no negative impacts on fleet operation and minimal deterioration of the facility.

Daily

- * Sweep garage floor as necessary
- * Snow removal and lawn care as needed
- * Check to insure that all building lights work properly

Weekly

- * Sweep or power-wash garage floor as necessary

Monthly

- * Check and change, if needed, filters for Maintenance Office air exchanger
- * Check all equipment in building

Quarterly

- * Clean and grease building air exchangers
- * Change filters for the heat and air conditioning units in administrative area
- * Inspect and repair overhead doors

Recycling Program

Heartland Express recycles a number of items including cardboard, computer paper, office paper, aluminum, newspaper and plastics.